



2014 Health Insurance Planning for Retirement and Health Insurance Applying to Retire Monthly Class Schedule

Health Insurance Planning for Retirement Class - This class provides information on group health and life insurance election options at retirement. Topics covered include: Retiree Term Life Insurance, Cost Sharing Arrangements, Survivor Benefits, Social Security and Medicare. **You may bring a guest.**

2014 Health Insurance Planning for Retirement Class Dates

| | | |
|-----------------------|-----------------------|-----------------------|
| Jan. 22 nd | May. 21 st | Sep. 17 th |
| Feb. 19 th | Jun. 18 th | Oct. 22 nd |
| Mar. 19 th | Jul. 23 rd | Nov. 19 th |
| Apr. 23 rd | Aug. 20 th | Dec. 17 th |

Health Insurance Applying to Retire Class – At this class you will complete all required group health insurance forms to elect insurance coverage for you and any eligible dependents at retirement. This class is required for all employees who are ready to retire on the date that coincides with the class.

What to Bring? A legible photocopy of your birth certificate or U.S. Passport, your State issued marriage certificate, as well as a birth certificate for each eligible dependent child.

2014 Health Insurance Applying to Retire Class Dates

(Prerequisite: Health Insurance Planning for Retirement Class)

If Your Retirement Date Is...

Your Class Date Is...

| | |
|-------------------|-------------------|
| January 1, 2014 | November 20, 2013 |
| February 1, 2014 | December 18, 2013 |
| March 1, 2014 | January 8, 2014 |
| April 1, 2014 | February 5, 2014 |
| May 1, 2014 | March 5, 2014 |
| June 1, 2014 | April 9, 2014 |
| July 1, 2014 | May 7, 2014 |
| August 1, 2014 | June 4, 2014 |
| September 1, 2014 | July 9, 2014 |
| October 1, 2014 | August 6, 2014 |
| November 1, 2014 | September 3, 2014 |
| December 1, 2014 | October 8, 2014 |



**Office of Human Resources
Health and Employee Welfare Division**

Health Insurance at Retirement Registration Instructions

There are 4 Retirement classes that an **ERS (Pension)** plan employee must attend in order to retire from the County, and there are 2 Retirement classes that an **RSP** or **GRIP** plan employee must attend in order to retire from the County. These classes are offered monthly.

ERS (4) - Retirement Plan Codes A, E, F, G, H

1. ERS Retirement Planning- ERS Groups A, E, F, G, H Class
2. Health Insurance Planning for Retirement Class
3. ERS Applying to Retire – ERS Groups A, E, F, G, H Class
4. Health Insurance Applying to Retire Class

RSP and GRIP (2) - Retirement Plan Codes RN, RM, RC, RP, CN, CM

1. Health Insurance Planning for Retirement Class
2. Health Insurance Applying to Retire Class

SPACE IS LIMITED! YOU MUST REGISTER TO ATTEND A CLASS!

To register via the ePortal: <https://ext02.montgomerycountymd.gov/ent/s7/eportal>

1. Select **Oracle Employee Self Service (ESS)**
2. Select **MCG HR Employee Self-Service**
 - Scroll down to **Learner Access: Learning** and click on **Learner Home**
3. In the Search bar enter **"Retirement"**
4. Click on the icon (yellow envelope) below the **Choose or Enroll in class** field.
5. Click on the icon (yellow envelope) next to the **Planning for Retirement** and **Applying to Retire** class of your choice.
6. Click on **"Enroll"**, **"Review"** and **"Submit"**

Class Location: COB Auditorium
100 Maryland Ave
Rockville, MD 20850

Class Time: 10:30am to 12 Noon

Note: Complimentary parking is available in the COB parking garage. OHR will provide you with a Parking Authorization form at the end of each class.

If you need assistance with the registration process, please contact the OHR Training Team at (240) 777-5116.

Health and life insurance information and forms are available on the County's website: www.montgomerycountymd.gov/ohr.